

CURRICULUM VITAE



Jobin S

Cost and Management Accountant (CMA)

Mobile : +971 564809714

E mail : jobinsuju@gmail.com

CAREER OBJECTIVE

Aim to work smart and hard in real corporate environment, which would help me to improve my personality traits and be creative in using my skills and proficiency in the best possible way to achieve professional excellence and be an asset to the organization enabling mutual growth.

CORE COMPETENCIES

Finance & Accounts	Costing & Price Fixing & Performance Analysis	Internal Control & Systems
Financial Review & Analysis	Budgeting & Forecasting	MIS

ACADEMIC QUALIFICATION

- Qualified **Cost and Management Accountant (CMA)** from Institute of Cost Accountants of India in the year 2021.
- Completed Post Graduation in **M.COM FINANCE** from Madurai Kamaraj University in the year 2019.
- Completed graduation in **B.Com with Finance & Taxation** from University of Kerala in the year 2017.
- Passed higher secondary examination conducted by Board of Higher Secondary Examination, Kerala in the year 2014.
- Passed SSLC examination conducted by Board of Public Examination, Kerala in the year 2012.

WORK SUMMARY

KVM Super Speciality Hospital, Cherthala, Alapuzha - Kerala

Duration : **1 Year**

Designation : **EXECUTIVE COST ACCOUNTANT**

Job profile :

- Cost Control and Cost Management.
- Department Wise Income & Cost Calculation and Reporting.
- Price Fixing (Procedures / Tests / Package)

- Participation in Management Decision Making.
- Implementation of Cost Reduction Strategies and Elimination of Non- Relevant costs.
- Department Wise Performance Analysis.
- Procedure / Test / Medicine Wise Performance Analysis.
- Doctors Wise Performance Analysis.
- Identification of Bottle Neck Product / Procedure / Department and guiding for appropriate Actions Required.
- Verification of Daily Collection and Petty Cash Report.
- Monthly Profit & Loss Statement Preparation and Reporting.
- Preparation of Insurance Claim pending Report.
- Preparation of Cash flow Statement (Direct & Indirect).
- Reconciliation of Bank /Cash/Accounts.
- Finalization of Books of Accounts and Preparation of financial statement & Reporting.
- Internal Control and Management.

SLR & Associates, Cost Accountants, Trivandrum- Kerala

Duration : **1 Year & 6 Months**

Designation : **SENIOR AUDIT ASSISTANT**

Job profile :

- Cost Audit
- GST Audit
- Internal Audit
- Cost Analysis
- Taxation and Accounting
- Preparing and maintaining important financial reports
- GST Return filing, Bank reconciliation Reports- Cash projection
- TDS and GST report
- Posting various journal entries
- Handling Multiple Projects of Costing, etc.

DCR & Associates, Chartered Accountants, Trivandrum- Kerala

Duration : **2 Years and 3 Months**

Designation : **SENIOR ACCOUNTS & AUDIT ASSISTANT**

Job profile :

- Participated as an audit assistant and had carried out various audits like internal audit, GST audit and statutory audit.
- Preparation of cash book, ledgers, journals, cash flow fund flow statements.
- Preparation of financial statements of clients and Manage Books of accounts of clients.
- Advising clients on business transactions and counseling clients on areas of business improvement.
- Examination of prevailing internal control at client's business regarding its adequacy, and validity.
- Finalization of monthly and quarterly internal audit reports.
- Reconciliation of accounts.
- Payroll Management.

COMPUTER KNOWLEDGE

- Microsoft Office (Expert in Excel, Word, Power Point)
- Tally ERP
- ICAI Certified Course – Computer Training

PERSONAL INFORMATION

Date of Birth : July 29, 1996
Nationality : Indian
Marital Status : Single
Sex : Male
Linguistic Abilities : English, Malayalam ,Tamil
Address : Mylakkade Veedu, Mylom po Kottarakkara, Kollam Dist, Kerala , India -691560

DECLARATION

I am confident that I can bring this level of success with me to your company and with my previous year experience and expertise; I believe I can start actively contributing to this role as soon as possible. I hereby declare that all statement made in this form are true, complete and correct to the best of my knowledge and belief.

Place : Kollam

Jobin S

Reference

CMA Raja Padmanabhan FCMA
Senior Partner
DLR & ASSOCIATES
Mob no; 9037157955